



Franklin City Council Agenda

June 24, 2019

Franklin City Hall Council Chambers

207 West 2nd Avenue

6:00 P.M.

Work Session

Interview of Ward 2 School Board Candidate

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

A. Approval of May 16th Joint Meeting with FRHA, School Board Interviews June 3, June 10 Regular Meeting, June 11th Town Hall

2. OLD/ NEW BUSINESS:

- A. Appointment of School Board Members Ward 2 and Ward 6
- B. Overview of Planning Commission Recommendations to City Council
- C. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community; discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body , regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1),(3)(5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<u>SUBJECT</u>	<u>TENTATIVE TIMELINE</u>
Public Hearing on Sale of Pin Point Property	July 22, 2019
Ward 5 Nominations Franklin School Board	July 22, 2019
Joint Public Hearing with Planning Commission	August 26, 2019

Council Members in Attendance: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson, Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore, and Councilman Benny Burgess

Council Members not in Attendance: Councilman Bobby Cutchins

Staff in Attendance: Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Dinah Babb, City of Franklin Treasurer; and Shelia Baker, Office Manager for Community Development

Other Staff in Attendance: Leesa Barnes, Acting Secretary, Recording Minutes

Mayor Rabil called the Joint Meeting Between Council and Housing Authority to order.

Mayor Rabil asked for introductions.

The introductions were as follows:

Carlton Lowe, Sr., Commissioner for Housing Authority

Commissioner Robin Jones, Housing Authority

Verta M. Jackson, Chairwoman for Housing Authority

Phillip Page, Executive Director for Redevelopment and Housing Authority

Mayor Frank Rabil stated the purpose of the meeting was to reopen the channels of communication.

Executive Director Phillip Page Thanked Council for the opportunity to meet with the Board in order to share information.

Executive Director Page stated there are three items on the Agenda, the first being the financial status of Franklin Redevelopment and Housing. He explained there were three issues the Department has been struggling with. He informed Council the Department's financial status was better than it was in December 2018. At that time the Department was struggling with utility bills. He was pleased to announce the utility bills are now current. He explained on a monthly basis the department has about 35 to 40 utility bills to pay.

Executive Director Page stated the second issue was staff turnover which has been resolved.

He informed Council the third issue was out sourcing which has also been resolved.

Chairwoman Verta Jackson stated the next item on the Agenda was Property Maintenance. She asked what updates were required as far as property maintenance is concerned.

City Manager Jarratt answered property maintenance such as plumbing issues, lawn maintenance and general repairs.

Mayor Frank Rabil added preventative maintenance programs.

Executive Director Page answered all maintenance calls are routed to the Department's maintenance technicians. He added HVAC and pest control issues are handled by third party companies. Painting and other extended repairs are also outsourced.

Executive Director Page Informed Council that there were Capital Improvements scheduled for Berkley Court.

Executive Director Page also added that Holland Trace is now approaching twenty years old, so major repairs are expected such as hot water heaters, roofs, and HVAC units will be needed. This location will be the next renovation.

Executive Director Page Informed Council that lawn maintenance was also out-sourced and is on a two-week rotation schedule.

City Manager Jarratt asked what was the normal waiting period for repairs.

Executive Director Page answered it depends on what kind of repair is needed. If it is an emergency repair the waiting period should be no more than twenty-four hours.

Councilwoman Wynndolyn Copeland asked why are the tenants not allowed to have storm doors at Pretlow Gardens.

Executive Director Page answered this has been an ongoing issue at Pretlow Gardens and Old Town Terrace. This was a management decision and this decision was made for maintenance purposes.

Councilwoman Copeland asked why were the tenants having to pay a ten-dollar trash fee.

Executive Director Page answered this ten-dollar trash fee allows trash to be collected three times a week, which sometimes is not enough. He added he is willing to negotiate on this subject.

Mayor Frank Rabil asked how information was gathered from the tenants.

Executive Director Page answered this is done through the property managers, scheduled meetings and mailing surveys.

Mayor Rabil asked how much response was received from these measures.

Executive Director Page answered the response received was about ten percent.

Vice-Mayor Cheatham asked how often Director Page or the Housing Board visit the sites.

Executive Director Page replied he could not answer for the Housing Board but he visits the sites once a week.

Councilman Linwood Johnson asked the why was the decision made to not have storm doors at Berkley Court and Pretlow Gardens.

Executive Director Page answered there were some storm doors at these sites but to replace them it would cost \$400.00 per unit. He added it was a management decision for aesthetics and some of the storm doors were in a state of disrepair.

Executive Director Page stated these doors can be put back, it is just a matter of the cost.

Councilwoman Copeland asked the Housing Board to look into installing storm doors at the sites.

In Councilman Bobby Cutchins' absence he gave Councilwoman Wynndolyn Copeland some questions to ask Executive Director Page and the Housing Board.

Councilman Bobby Cutchins' first question was how is an applicant's housing voucher calculated and is there any circumstance that would allow an applicant's rent to be paid completely.

Executive Director Page answered the way a Section Eight Voucher is calculated is based on a tenant not spending thirty percent of their income on rent. If the tenant is spending more than thirty percent, then the Section Eight Program covers the rest.

As far as the Section Eight Program covering a tenant's rent completely is theoretically possible.

Councilman Cutchins' next question was, is there an allowance for electric / utilities and how is that calculated. He also wanted to know does the Housing Authority receive any credits from HUD for utilities and what is the Housing Authority's procedure for paying the difference owed to the City for utilities. He also wanted to know if the tenant is allowed this if he or she is renting from a private landlord.

Executive Director Page answered the short answer to the question is yes, there is an allowance for utilities. The utility allowance is a study that is done once a year and sometimes its two or three years to determine what the average utility should be and then the utility allowance is calculated into the rent. There is such a thing called Utility Reimbursement Payment which happens when the tenant's income does not cover the thirty percent barrier.

Executive Director Page stated there were approximately twenty-eight families that receive assistance with their utility bills. He added their utility bills are paid with one check to the City of Franklin within the first ten days of the month.

Councilman Bobby Cutchins' next question was how are tenants billed for their water and sewer. It is my understanding that a least one complex has only one water meter tap. If this is so, how is this divided among the tenants.

Executive Director Page responded that one of the many bills the FHRA is responsible for is the water bills for all tenants.

Vice-Mayor Barry Cheatham asked if FRHA handled private housing as well.

Executive Director Page answered, yes and these homes are inspected every year or when a tenant moves out.

Councilman Wynndolyn Copeland asked how long did it take to get a unit.

Executive Director Page answered FHRA's goal is to have a tenant moved into a unit in a week but that is always not the case.

Board Member Lowe asked Council if the reason for putting Council Members on the Housing Board was to do away with Ward Representation.

Mayor Rabil answered, no sir it is not Council's intent to do away with Ward Representation. This action was done to give the Housing Board a better chance of obtaining a quorum.

Taylor Williams, City Attorney explained the City Charter provides that there could be up to nine appointees, one from each Ward and up to two appointees from City Council.

Board Member Jackson asked why now.

Councilman Gregory McLemore spoke and indicated that he appreciated the information provided by Mr. Page but he was concerned about how much the Housing Board members knew. He wanted to know what the Housing Board members knew. He was concerned that they were uninformed. The Board is appointed by Council and is responsible to the Council. He stated that it is critical they stay informed.

Mayor Rabil answered because of the financial situation.

Councilwoman Wynndolyn Copeland asked when was the meeting scheduled for budget approval.

Executive Director Page replied June.

Council and the Housing Board decided to adjourn the Joint Meeting.

A motion was made by Vice-Mayor Cheatham to adjourn the Joint Meeting between Council and the Housing Board.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The Joint Meeting between Council and the Housing Board adjourned at 8:56 p.m.

The Franklin City Council held a meeting on June 3, 2019 at 7:00P.M. in the Council Chambers located in City Hall.

Council Members in Attendance: Vice-Mayor Barry Cheatham, Councilman Bobby Cutchins, Councilwoman Wynndolyn Copeland, Councilman Greg McLemore, Councilman Linwood Johnson and Councilman Benny Burgess.

Council Members Absent: Mayor Franklin Rabil

Staff in Attendance: City Manager Amanda Jarratt

CALL TO ORDER

Vice-Mayor Barry Cheatham called the meeting to order.

Closed Session

Councilwoman Copeland motioned to go into a closed session to interview, discuss and consider the appointment of a candidate to serve on the Franklin City School Board; pursuant to Virginia Code Section 2.2-3711 (A)(1).

The motion was seconded by Councilman Johnson.

The motion carried 6 -0.

Franklin City Council interviewed Jessica Grant and Heather Bunn for the Ward 6 School Board seat.

Councilwoman Copeland motioned to come out of closed session whereas, the Franklin City Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

Whereas, Virginia Code Section 2.2-3712 (D) requires a certification by this City Council that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Franklin City Council hereby certifies that the best of each member's knowledge, (1) only public business matters lawfully exempted by Virginia law were discussed, and (2) only such public business matters were identified in the motion convening the closed meeting were heard, discussed or considered.

The motion was seconded by Councilman Burgess.

The motion carried 6 -0.

Adjournment

Councilman Burgess motioned for the meeting to be adjourned.

Councilman Johnson seconded the motion.

The meeting adjourned at 9:12P.M.

June 3, 2019

[SCHOOL BOARD INTERVIEWS]

Mayor

Clerk to City Council

Council Members in Attendance: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; Councilman Benny Burgess; and Councilman Gregory Mclemore

Staff in Attendance: Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power & Light; Brenda Rickman, Commissioner of Revenue; Tracy Spence, Director of Finance; Sammara Green-Bailey, Activities Director for Parks and Recreation; Chad Edwards, Deputy Director of Public Works; Robert Porti, Interim Chief of Police and Mark Carr, Interim Chief of Emergency Services

Other Staff in Attendance: Leesa Barnes, Acting Secretary, Recording Minutes

City Manager Jarratt informed Council there is discussion of having a meeting at the Paul D. Camp Work Force Center to discuss this project further. The tentative dates are Tuesday, June 25, or Wednesday, June 26th which will be open to the public as well.

City Manager Jarratt introduced Michael W. Johnson, Southampton County Administrator and a representative from Moseley Architects to give a power point presentation concerning the new Southampton County Courthouse. County Administrator Johnson gave a detailed time-line on how the Courthouse plan was created. There was a security study done on the existing Southampton Courthouse in 2008. The security modifications were added to the County's Capital Improvement Program (CIP) in March of 2010. In July 2012 the County issued a request for proposals for an architect to begin designing building improvements that were recommended in the Moseley's Security Study. In September 2012 the County engaged an architect firm called PMA Architects located in Newport News, Virginia to serve as the project architect. In April of 2013 PMA Architects finalized the scope of work for the building's security improvements. In August 2015 the County received an estimate of \$939,800.00, which did not include any of the HVA improvements. In November of 2015 the County was at the point of putting these improvements out for bid and there was plan review meeting with the judges which included judges from Circuit Court, General District Court, Juvenile Domestic Relations, Clerks Office Staff and the Sheriff along with PMA Architects. At this meeting it was discovered that the Court had other significant issues that this project would not address. At the time, it was decided to put the brakes on this project and take a more comprehensive look at the facility to make sure that it was in compliance with the Courthouse Facility Guidelines. In February of 2016 PMA architects completed this evaluation. The summary of this report revealed that the improvements would cost somewhere in between 14 to 16 million dollars to meet the Courthouse Facility Guidelines. At that point the County entertained the idea that it might be comparable to build a new Courthouse. In response to this information the Southampton County Board of Supervisors decided to appoint a Courthouse Planning Committee in March 2016. In May of 2016 the Courthouse Planning Committee which included Mayor Frank Rabil and City Manager Randy Martin recommended putting the question to build a new courthouse or renovate the existing one in the form of a referendum to the citizens to decide to move the Courthouse to a new facility or build a total new building which the board accepted. The next question was where would this new facility be go. The Courthouse Planning Committee then was asked to make a recommendation on a location. In July 2017, the Courthouse Planning Committee recommended 30100 Camp Parkway. This recommendation was rejected. In November 2017, the Courthouse Planning Committee requested Moseley Architects to prepare some alternatives to the 26.3-million-dollar project. In February 2018 Moseley came back with seven concepts which were presented in Open Session. These concepts were presented with no cost estimates. The Courthouse

Planning Committee requested that Moseley Architects come back with cost estimates for the seven concepts. In June 2018 the Board narrowed the seven concepts to three. The Board then scheduled a Public Hearing to receive public comment on the three concepts.

County Administrator Johnson then introduced the architect from Moseley Architects who then reviewed the three concepts. He then asked if there were any questions.

Mayor Frank Rabil then opened the floor for questions.

Vice-Mayor Barry Cheatham asked if the current plans include Franklin's Courthouse.

Moseley's Architect answered it did.

Councilman Gregory McLemore expressed concern that Moseley Architects' cost estimates were considerably higher than PMA Architects' cost estimates.

Councilman Gregory McLemore asked at what point did the City of Franklin chose to be a part of this project.

County Administrator Johnson answered City Manager Martin was involved in all of the discussions concerning this project. County Administrator Johnson stated he attended a meeting where the City Council voted to participate in the Courthouse Planning Committee.

Councilman McLemore asked at what point did City Council decide to include the City of Franklin's Courthouse into this project.

County Administrator Johnson replied he would have to research that but this decision took place in a Courthouse Planning Committee meeting.

Councilman McLemore stated so this decision was made by the Courthouse Planning Committee.

Councilman Bobby Cutchins asked if the City of Franklin choses to not be a part of this Courthouse project, what kind affect will this have on the whole plan.

County Administrator Johnson answered the County would have to go back and reevaluate the space needs, obviously it will have an impact but not a major impact.

Councilman Cutchins asked has there been an increase in court cases in the last ten years to justify this expensive project and why not fix what we currently have.

County Administrator Johnson answered this project will be done primarily for security purposes. He added the law states it is incumbent upon the local government to provide facilities that are safe and secure with adequate space and in good repair. This is decided by the judges and if he feels the facility is not safe and secure with adequate space and in good repair he has the option to issue a show cause order against the community. If this happens litigation begins.

Councilman McLemore stated he is not responsible for the citizens of Southampton County; he is responsible for the citizens of the City of Franklin. Has anyone considered the inconvenience this would cause to the citizens of the City of Franklin.

Councilman McLemore asked if the City was to combine Courts with Southampton County will the revenues be shared.

County Administrator Johnson answered no it the revenues will be kept separate.

Councilman McLemore stated since the City of Franklin was obligated to spend thirty percent on the Courthouse Project, what was the architect's fees for this project.

The Moseley representative replied the architect firm will get eight percent of the construction cost which comes to \$1.505M.

Councilman Benny Burgess asked what happened to the million-dollar option.

County Administrator Johnson replied the courts determined there were much bigger issues with the courthouse.

Councilman Burgess asked what happened to the seven-million-dollar project.

County Administrator Johnson replied there was a \$7.5M option and the Courts rejected that option as well.

Councilman Burgess asked if there was a \$15M.

County Administrator Johnson replied no there was not.

Councilman Burgess asked how many letters were received from judges during the time frame of this project.

County Administrator Johnson answered the only letter that was received during the time frame of this project was from Judge Eason in response to option two (A). He added he received a number of emails but cannot remember how many.

Councilman Johnson asked if there was any chance of consulting with the judges and revisit this project because neither the City or County can afford this at the moment.

County Administrator Johnson answered keep in mind to renovate the existing Courthouse which will cost \$26.2M, that is a lot of money to waste if the end result is having to build a new Courthouse anyway.

ADJOURNMENT

Having no further questions, Mayor Frank Rabil asked for a motion to adjourn the Work Session between City Council and Southampton County.

Councilman Benny Burgess made a motion to adjourn the Work Session between City Council and Southampton County.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by a 7-0 vote.

The Joint Work Session Between City Council and Southampton County adjourned at 6:50 p.m.

The Franklin City Council held a Town Hall Meeting on June 11, 2019 at 7:00P.M. at the Workforce Development Center at Paul D. Camp Community College.

Council Members in Attendance: Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Councilman Bobby Cutchins, Councilwoman Wynndolyn Copeland, Councilman Greg McLemore, Councilman Linwood Johnson and Councilman Benny Burgess.

Staff in Attendance: City Manager Amanda Jarratt, City Attorney Taylor Williams, Interim Chief of Police Robert Porti, Fire Chief Mark Carr, Power and Light Director Mark Bly, and Director of Finance Tracy Spence.

Others in Attendance: Leesa Livesay, Acting Secretary recording minutes; Katelyn Newsome, Acting Secretary recording minutes; IT Specialist Steve Newsome

CALL TO ORDER

Mayor Frank Rabil called the June 11, 2019 Town Hall Meeting to order.

Mayor Rabil sent out his thoughts and prayers, on behalf of Council, out to the students, teachers, staff, and parents at Southampton High School. He then turned it over to City Manager Amanda Jarratt.

City Manager Jarratt repeated that the idea of the Town Hall was brought up in the May 4th Retreat and for citizens to share their thoughts and visions for the City of Franklin. She explained that Council will be busy over the summer and fall seasons coming up with a strategic plan for the development of the City. She announced that there was a sign-up sheet for those who want to speak, however, if there were citizens that did want to speak and did not sign up, that they will have the chance to do so after the list is completed. She reminded the citizens that the meeting was being streamed live onto the City's Facebook page.

Mayor Rabil kindly asked everyone to silence their cellphones for courtesy of those who are speaking. He also asked if everyone could say what they needed to the first time they go up to the podium.

Citizen's Time

Speaker 1: Shelby Williams

Franklin Community Health Center

Ms. Williams announced she was a representative of the Southeastern Virginia Health System. They provide medical, dental, and behavioral health programs to the community. Ms. Williams wanted to bring awareness that the Franklin Community Health Center, the closest site, was located right in the City of Franklin. The center provides board certified providers who can see anyone. It has finance programs for families and/or individuals who are uninsured or underinsured to make the health programs affordable for them. She explained that everyone receives the same level of care no matter their situation or income level. The center also provides healthcare for the homeless and have healthcare educators. Ms. Williams emphasized that you do not have to be a resident of the City of Franklin to receive services. She also explained that the center has an outreach team for community events and this team can bring awareness and talk about the different services they offer at the event.

Councilman McLemore suggested that a member of the outreach team should come to regular City Council meetings to bring awareness to the City.

Vice-Mayor Cheatham asked Ms. Williams what the hours for the center were. She answered Monday-Friday 8AM-5PM.

Speaker 2: Anthony Rawlings

104 Parks Place

Mr. Rawlings would like to see Council remain aware that they have major responsibilities and are on the job 24/7. They are a governing body of and for the City. He explained to Council that there needs to be a better sense of unity in order to see the full potential of the City of Franklin.

Mr. Rawlings explained that boards exist because diverse thinking makes up the citizenry of the City and should reflect on Council. He stated that the citizens expect to see passion, but not destructive tactics to destroy one another on the Council. In short, Mr. Rawlings would like to see Council do more work and less bickering.

Speaker 3: Vickie Brown

30050 Smiths Ferry Road

Ms. Brown started off by asking Council where the county residents fit into the City Council meetings. She has always wondered if they are supposed to participate or not.

Mayor Rabil encouragingly replied they were.

Ms. Brown went on to suggest that the City can support another restaurant food chain like a Ruby Tuesday or a Texas Roadhouse. She suggested that by offering them support, such as photos and petitions by the community, that it will encourage them to come here.

She stated that the City needs a new movie theatre.

Ms. Brown believes that getting rid of the stoplights in downtown would be beneficial. She suggested removing one or two as a trial, but specifically mentioned the one stoplight at the intersection of Fourth Avenue and Main Street.

Ms. Brown also would like to see the City enforce more littering laws. She believes posting signage permitting the act would help and just simply enforcing the laws.

She proposed coming up with a challenge between the City and another locality in the area, and see who can keep the City the cleanest. This would give the citizens some attention and help the beautification of the City.

Ms. Brown announced she is a small business owner, and as a small business owner she believes that those small businesses should be invited to attend all Franklin Southampton Economic Development functions and events.

Ms. Brown was very concerned with the accommodations the City of Franklin has. She said none of them are nice or professional and she suggested having a meeting with the hotels and/or their management and simply reminding them the importance of courtesy and respect towards guests.

Speaker 4: Glenn Hollins

2593 Jackson Road

Mr. Hollins announced to Council that he was interested in bringing a full service, 24-hour fitness center to the City of Franklin. He opened one up in Smithfield, VA about a year ago. He stated that the fitness center will offer free memberships to people 65 years old and older. Mr. Hollins hopes that the business will hopefully bring some employment opportunity to the youth in the area.

Speaker 5: Tommy Potter

Southampton County

Mr. Potter was very shocked when he heard that Council took \$35,000 from the Downtown Franklin Association's budget. He explained that the renewed spirit of downtown Franklin was because of the DFA.

He believed that the School Board superintendent disrespected the Council when she did not take the podium (at the June 10 Council Meeting) and make her case as to why \$500,000 in the School Board's excess funds should be moved around to pay for other projects. Because of this situation with the School Board funds, Mr. Potter urged Council to give the money back to the Downtown Franklin Association.

He thanked Council for their service and also commended City Manager Jarratt for the advice she gave to Council at the last Council Meeting, which was urging Council to slow down and use caution as they proceed in the Courthouse project.

Speaker 6: Jerry McCreary

508 North High Street

Mr. McCreary wanted follow up information regarding the article posted by USA Today, referring to the City of Franklin as the worst City in Virginia. He wanted to know if the data they used was accurate or current and also how the City responded to the article.

City Manager Jarratt explained that they have tried reaching out to the author and the author was from 24/7 Wall Street. She stated they invited them to come to the City and share their methodology, however, they received a very short response. She explained that the economist of the Hampton Roads Planning District Commission reached out to the author as well and also received a very crude response. City Manager Jarratt announced that the City is working on a number of things to recover from the article. They are working with the National League of Cities to create a video showcase of the City and its community, which will be at no cost for the City. She announced the Virginia School League will be meeting with business owners and take pictures of the City. They will be creating a cover spread in the Virginia Fiscal League Magazine to highlight Franklin and its positive attributes. City Manager Jarratt also announced that they are working on a branding initiative. The City is basically turning the negative into a positive.

Councilman McLemore stated that he has also spoken to a few people about the issue. Even though he hated to admit it, he said the methodology that the author used was indeed accurate. He was in denial about the article at first, but he ended up seeing it as an opportunity for the City to get its act together. Councilman McLemore explained that the statistics existed long before USA Today received them. He stated that the Council works for the citizens and the concerns the citizens have are concerns for Council as well.

Mr. McCreary suggested to Council to not wait another year to have the next Town Hall Meeting.

Speaker 7: Robert Padilla

400 West Second Avenue

Mr. Padilla announced that this was the first time he has heard about the USA Today article. He stated that looking at the data that other sites have provided, the City of Franklin is about average when it comes to income, employment, and things of that nature. He explained to McLemore that the data McLemore believed to be right, is wrong. Mr. Padilla believes the City does need to make some improvements, however, it is not what USA Today claims it is.

Speaker 8: Bobby Tyler

Mr. Tyler stated that he loves the City but it has serious systemic issues, with some of these issues going back a long time. Mr. Tyler explained the stagnant population in the City. He stated that if the City encourages and funds different forms of transportation, such as golf carts and bicycles, it will give the City additional opportunities.

He announced to Council that the City needs to bring businesses in because businesses bring people. He stated that Franklin was a small community and needs to build on its assets.

Mr. Tyler explained that people always come first and without population, there is no growth.

He emphasized the importance of a reputation and wondered what the City's reputation says to others. He stated that past leaders have lead the City where it is today and he has ideas on how to overcome that. Some of these ideas include: creating a unified vision with shared values, not installing underground utilities, sound engineering practices, having 20,000 half acre lots instead of having one acre lots, meeting with the Planning Commission at least every four months, and placing one of the Planning Commission's members on the Franklin Southampton Economic Development board.

Mr. Tyler would like to see a fraud, waste, abuse monitor in the City. He suggested each City building administer a telephone hotline.

He also suggested having the Planning Commission review all documents for capital improvement before it comes to Council.

Speaker 9: Joel Bradshaw

Carrsville, VA

Mr. Bradshaw announced that he would like to see the people, government, and Council of the City of Franklin support local businesses more.

He emphasized the importance of the Downtown Franklin Association. He stated to Council that they could use the DFA as an important marketing tool for the City.

Speaker 10: Tim Bradshaw

Mr. Bradshaw started out by thanking Council and showing his appreciation for each member.

He explained to Council how his local company has been supporting the Downtown Franklin Association and donating a lot of services to them. He believes the DFA is a vital part of the community.

He suggested for Council to look into ways for the different departments to spend money locally for the next budget.

Mr. Bradshaw explained that the City needs to seek higher education and bring in technical colleges or form a relationship with institutions like ECPI.

He stated that City needs to also focus on internet infrastructure. The City would benefit with gigabit internet because it attracts millennials and high tech companies.

Mr. Bradshaw explained that population decline was a major issue and that the City needs to attract people, but also figure out a way to keep them in the City.

He stated to Council that the government and the public need to unify and work together in order to succeed in the future.

Speaker 11: Ricky Sykes

Mr. Sykes wanted to know if the Parks and Recreation Open Space Master Plan was important to the department and if it was when it was updated last.

Mayor Rabil responded and explained that they did not know, but would get back with him on that.

Mr. Sykes also wants something to be done with the old, abandoned barn at Pretlow Street.

City Manager Jarratt explained how the City was trying to work with the property owners of the barn. She also stated that she would get back to Mr. Sykes in regards to the Parks and Recreation Master Plan.

Mayor Rabil gave last call for anyone who would like to speak in front of Council. He then gave the members of Council the chance to respond to the citizens and went in order by Ward.

Councilman Burgess**Ward 2**

Councilman Burgess explained to the citizens that this past budget period was very challenging for the City Council. He announced everything else that was cut from the budget other than the Downtown Franklin Association. He emphasized that the DFA was not the only thing that was cut.

Councilman Burgess announced that the Council will get Planning Commission involved in resolving some of the issues that have been aroused.

He would like to see more citizens speak up, engage, and volunteer. He explained that the citizens need to help Council with some of the concerns brought to their attention.

Councilman Burgess echoed Mayor Rabil's thoughts and prayers for Southampton High School.

Audience member questioned whether the City officials/ higher paid employees took salary cuts in the budget.

Councilman Burgess explained that there were some offers made but some were not taken. He stated there was one official who took a salary reduction.

Councilman McLemore**Ward 3**

Councilman McLemore announced that he made the motion to return money to the Downtown Franklin Association at the last Council Meeting, however, he was outvoted.

He explained that the salaries for a Council Member, Vice-Mayor, and Mayor is not what the citizens believe it to be. He stated they are about the lowest paid employees of the City. However, Councilman McLemore believes there are several employees that make over six figures a year and he does not think the City can afford it.

Councilman McLemore believes the City needs to support its local businesses more.

Councilman McLemore announced he is going to run for Mayor.

Dan Crumpler commended Council for having the Town Hall Meetings and questioned them if they could publicly commit to having Town Hall Meetings at least every 3-4 months.

Mayor Rabil stated that was the plan.

Councilman McLemore suggested picking a date that night, in front of the citizens, to hold Council accountable.

Mayor Rabil announced that the data and ideas given to them by the citizens needs to be reviewed before another Town Hall Meeting can be planned.

Councilman Johnson**Ward 4**

Councilman Johnson would like to see Council and the citizens to take action. He stated that the citizens and Council need to work together. He announced that Council is working on developing a new brand because it is important for the growth and development of the City.

Councilwoman Copeland**Ward 5**

Councilwoman Copeland restated the purpose of the meetings was to listen to the citizens' concerns. She encouraged everyone to attend regular City Council Meetings so they can get first-hand information. She emphasized that Council needs to work together.

Councilman Cutchins**Ward 6**

Councilman Cutchins commended City Manager Jarratt on what she has done so far and announced that Council has made a lot of headway. He challenged the citizens to come out to regular City Council Meetings and hold Council accountable.

Councilman Cutchins reminded the citizens of the July 4th celebration that will be held July 3rd in Downtown Franklin.

Vice-Mayor Cheatham**Ward 1**

Vice Mayor Cheatham was very thankful for all the citizens who attended and for voicing their concerns. He emphasized how great the City was: the schools are accredited and the Fire, EMS, and EMT are top notch. He believes the USA Today article used old statistics, their calculations were wrong, and the article was no good. Vice-Mayor Cheatham emphasized that the City can only get better by working together.

Mayor Rabil

Mayor Rabil thanked everyone for attending the Town Hall Meetings. He stated that Council will take the information given and work together to come up with a plan. He politely asked for everyone to be patient with Council through this process. Mayor Rabil explained that they can only be successful if the citizens and Council work together for the common good of the City.

Adjournment

The meeting adjourned at 8:44 P.M.

Mayor

Clerk to City Council



*Office of the City Manager
Amanda C. Jarratt*

June 19, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: School Board Appointments Ward 2 and Ward 6

Background

Amy Phillips was nominated for the Ward 2 School Board seat at the May 13th City Council meeting. Her interview is scheduled for June 24th at 6:00 p.m. Jessica Grant and Heather Bunn were nominated for the Ward 6 School Board seat at the May 13th City Council meeting. They were both interviewed by Franklin City Council on June 3, 2019.

Needed Action

Appoint one of the nominated individuals to the Ward 2 and Ward 6 School Board seats. If no one is appointed for either seat City Council will need to solicit additional nominations at their July 22nd meeting.



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING



To: Amanda C. Jarratt, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: June 18, 2019

CC: City Council Members
Planning Commission Members

RE: First Reading of Proposed Rezoning and Zoning Ordinance Text Amendments

Please be advised that the Planning Commission has continued to review the provisions of the zoning ordinance to insure that the City has the tools necessary to implement the Comp Plan's recommendations and City Councils vision for removing development barriers and sustain managed growth. The Commission is currently proposing five text amendments to the zoning ordinance and one zoning map change. They are as follows:

1. Ordinance text amendments to create provisions that regulate food trucks in commercial and industrial zoning districts.
2. Ordinance text amendments to allow food trucks in commercial and industrial zoning districts.
3. Ordinance text amendment to the off-street parking requirements in order to reduce the number of required spaces, the size of the spaces and provisions for use of various parking surfaces to reduce the amount of stormwater runoff.
4. Ordinance text amendment to reduce the lot size and frontage in the R-O zoning district.
5. Ordinance text amendments to reduce the lot size and frontage in the R-2 zoning district.
6. Zoning map amendment to rezone the current downtown B-3 zoning district to B-3A.

STAFF RECOMMENDATION: Approve a Joint Public Hearing with the Planning Commission for these amendments for August 26, 2019.

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2019 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That the City of Franklin Zoning Ordinance is hereby amended by the addition of Article II, Section 2.13 Food Trucks and Mobil Food Vendors to read as follows:

Sec. 2.13 – Food Trucks and Mobil Food Vendors.

Definition of a Mobile Food Vendor: A mobile food vendor is a self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service. Food carts are included in this definition.

When not in conjunction with a special event regulated by Article II, Section 2.12 Temporary Uses (f) (2) special events, the operation of mobile food vendors when permitted by a specific zoning district shall be permitted by an administrative permit approved by the zoning administrator subject to the following provisions:

(1) The applicant shall provide the following to the zoning administrator:

- a. **A copy of a valid City of Franklin business license. Such business license shall be posted in the vehicle at all times.**
- b. **A copy of a valid health permit from the Virginia Department of Health stating that the mobile food vendor meets all applicable standards. A valid health permit must be maintained for the duration of the permit.**
- c. **A copy of an approved inspection from the City of Franklin Department of Community Development stating that the mobile food vendor and equipment meets the requirements of the Virginia Statewide Fire Prevention Code and all applicable standards. The food truck must be reinspected on an annual basis.**
- d. **When applicable operators shall provide a valid driver's license for each person who will drive the food truck.**
- e. **When applicable operators shall provide current registration for the food truck, proof of current motor vehicle inspection, and proof of valid motor vehicle insurance for the food truck.**

(2) The administrative permit shall be issued for a period not to exceed one year but may be renewed upon written request by the operator.

(3) The following standards and conditions shall apply to all mobile food vendor operations:

- a. **The operator must have written documentation of the consent of the owner(s) of the property or properties on which the mobile food vendor will be operated;**
- b. **Unless otherwise approved, mobile food vendors shall operate only on developed and occupied property and only during the hours when the business establishment on the premises is open for business;**
- c. **The Zoning Administrator may approve mobile food vendors remaining on-site for multi-day events or late closings on a case-by-case basis. Unless otherwise approved, mobile food vendor shall be removed from any site when the on-premises establishment closes for the day. Prior to leaving the site, the mobile food vendor operator shall pick up, remove, and dispose of all trash**

or refuse within at least 25 feet of the mobile food vendor that consists of materials originally dispensed from the mobile food vendor, including any packages or containers or parts thereof used with or for dispensing the menu items sold from the mobile food vendor;

- d. The volume of any background music played from the mobile food vendor shall be limited so as not to be plainly audible beyond the property boundaries of the site where the mobile food vendor is located, or at a distance of 100 feet from the mobile food vendor, whichever is less;
- e. Any lighting attached to the exterior of the mobile food vendor or used to illuminate the menu boards or the customer waiting areas adjacent to the mobile food vendor shall be provided with fixtures that do not produce light spill onto adjacent properties or into the night sky;
- f. Trash Receptacles, either those already available on a site or temporary/portable ones provided by the food truck operator, shall be positioned conveniently for disposal of all trash, refuse, compost and garbage generated by the use; disposal of all trash, refuse, compost and garbage generated by the use shall be the responsibility of the mobile food vendor.
- g. Any greywater, fats, oils, grease or hazardous liquids generated in the mobile food vending operation shall be contained within the unit and transported off the property for proper disposal. No hazardous materials or liquids shall be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, highway, or into the atmosphere;
- h. Unless otherwise approved, mobile food vendors shall be parked at least 100 feet from any residential dwelling;
- i. Mobile food vendors shall not obstruct pedestrian or bicycle access or passage, impede traffic or parking lot circulation, or create safety or visibility problems for vehicles and pedestrians. Such vehicles may be parked in an existing parking lot provided that any required parking spaces are not obstructed and made unavailable;
- j. Unless otherwise approved, mobile food vendors shall not be parked in or operated from a public street right-of-way;
- k. Not more than two A-frame signs may be used to display and advertise menu items and other information associated with the mobile food vendor operation. Such signs shall not exceed six square feet in area and four feet in height, shall be positioned within 30 feet of the mobile food vendor, and shall not be placed within a public street right-of-way. Signage that is permanently affixed to the food truck shall be permitted; however, the Zoning Administrator may approve flags, banners, or other decorative appurtenances, whether attached or detached on a case-by-case basis.

(4) The zoning administrator may revoke the permit at any time for failure of the permit holder to comply with the requirements of this section and to correct such noncompliance within the timeframe specified in a notice of violation. Notice of revocation shall be made in writing to the permit holder. Any person aggrieved by such notice may appeal the revocation to the board of zoning appeals.

Certified copy of an ordinance adopted by the Franklin City Council at its regular meeting held on _____, 2019.

Clerk to City Council

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2019 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That (1) Section 10.4 of Article X B-1 Neighborhood Business District Use Regulations, (2) Section 11.4 of Article XI B-2 Central Commercial District use Regulations, (3) Section 12.4 of Article XII B-3 General Business District use Regulations, (4) Section 12A.4 of Article XIIA B-3A General business District Use Regulations, (5) Section 13.4 of Article VIII M-1 Light Industrial District use Regulations and (6) 14.4 of Article XIV heavy Industrial District use Regulations of the City of Franklin Zoning Ordinance are hereby amended to add "Mobil Food Vendor" to read as follows:

Sec. 10.4 Permitted accessory uses

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure

(10) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 11.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Live/work units, provided that:
 - (a) Not more than one person who does not reside in the unit shall be employed at any one time in the conduct of the nondwelling activity.
 - (b) Space devoted to the nondwelling activity within such unit shall not exceed 40 percent of the total floor area of the unit.
 - (c) The nondwelling activity shall not involve the sale of products directly to customers on the premises, the housing of persons for compensation, or any group instruction or group assembly involving more than two patrons or clients at any one time.

(d) There shall be no process or activity conducted or equipment operated in conjunction with the nondwelling activity that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses outside of the live/work unit. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

(7) Temporary family health care structure.

(8) Signs, as permitted by article XXII of this ordinance.

(9) Fences and walls as permitted in section 2.9 of this ordinance.

(10) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

(11) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 12.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

(1) Private garages or carports.

(2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.

(3) Signs, as permitted by article XXII of this ordinance.

(4) Fences and walls as permitted in § 2.9 of this ordinance. Additional provisions dealing with the location and size of accessory structures are found in § 19.2(11) of this ordinance.

(5) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

(6) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 12A.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

(1) Private garages or carports.

(2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.

(3) Signs, as permitted by article XXII of this ordinance.

(4) Fences and walls as permitted in section 2.9 of this ordinance. Additional provisions dealing with the location and size of accessory structures are found in section 19.2(11) of this ordinance.

(5) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

(6) Live/work units, provided that:

(1) Not more than one person who does not reside in the unit shall be employed at any one time in the conduct of the nondwelling activity.

(2) Space devoted to the nondwelling activity within such unit shall not exceed 40 percent of the total floor area of the unit.

(3) The nondwelling activity shall not involve the sale of products directly to customers on the premises, the housing of persons for compensation, or any group instruction or group assembly involving more than two patrons or clients at any one time.

(4) There shall be no process or activity conducted or equipment operated in conjunction with the nondwelling activity that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses outside of the live/work unit. The use or

storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

(7) Temporary family health care structure.

(6) Mobile food vendors in accordance with Article II, Section 2.13

Section 13.3 Permitted accessory uses.

(a) Accessory uses customarily incidental to a permitted principal use including the dwelling of a watchman or caretaker.

(b) Signs as permitted by article XXII of this ordinance.

(c) Fences and walls as permitted in § 2.9 of this ordinance. Additional provisions dealing with the location and size of accessory structures are found in § 19.2(11) of this ordinance.

(d) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

(e) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 14.3 Permitted accessory uses.

(a) Accessory uses customarily incidental to a permitted principal use including the dwelling of a watchman or caretaker.

(b) Signs as permitted by article XXII of this ordinance.

(c) Fences and walls as permitted in § 2.9 of this ordinance. Additional provisions dealing with the location and size of accessory structures are found in § 19.2(11) of this ordinance.

(d) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

(e) Mobile food vendors in accordance with Article II, Section 2.13

Certified copy of an ordinance adopted by the Franklin City Council at its regular meeting held on _____, 2019.

Clerk to City Council

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2019 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Sections 18.2 Off-street parking requirements, 18.3 Interpretation of specific requirements, 18.4 Joint use and off-site facilities and 18.5 Design standards of Article XVIII Off-Street Parking and Loading Requirements of the City of Franklin Zoning Ordinance are hereby amended to read as follows:

§ 18.2. Off-street parking requirements.

[Amended by Ord. No. 2005-10, 5-9-2005]

Off-street parking spaces shall be provided in accordance with the following standards:

(1) Minimum required spaces for residential/related uses.

a. Dwelling, single-family detached and duplex: Two spaces per unit.

b. Dwelling, townhouses: Two spaces per unit, plus ~~one additional space per each three units~~ 0.25 spaces for each dwelling unit for visitor parking.

c. Dwelling, multi-family: 1 ~~space for efficiency and one bedroom dwelling units,~~ and ~~One and one half spaces per unit,~~ 1.5 spaces for each two or more bedroom dwelling unit plus ~~one additional space per each three units~~ 0.25 spaces for each dwelling unit for visitor parking.

d. Mobile home: Two spaces per unit.

e. Rooming, boarding and lodging house: One space for each sleeping room.

f. Retirement homes and retirement communities: One space per ~~dwelling unit~~ 2 dwelling units.

g. Residential units within a mixed-use facility: One space for each efficiency and one bedroom unit and 2 for each two or more bedroom unit.

h. Special regulations for single-family detached dwellings.

- 1. Parking spaces and driveways shall be constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones.**
- 2. Parking spaces and driveways shall not occupy more than 30 percent of a front or rear yard area, and shall not occupy more than 15 percent of the total lot area for lots having a lot area of 20,000 square feet or less; more than ten percent of the total lot area for lots having a lot area of more than 20,000 square feet; nor more than 20 percent of the total lot area for lots in a cluster subdivision.**
- 3. Additional lot coverage by parking spaces and driveways, and alternative paving material, may be allowed contingent upon approval of the Zoning Administrator**

4. Parking shall be allowed only in driveways or parking spaces meeting these requirements, and shall be prohibited elsewhere on the lot.

(2) Minimum and maximum spaces for community facilities and places of assembly.

a. Auditorium, gymnasium, arena, convention hall: Minimum of one space for each five fixed seats or seating spaces and maximum of one space for each four fixed seats or seating spaces.

b. Church, temple, synagogue or similar place of worship: Minimum of one space for each six fixed seats or seating spaces and maximum of one space for each five fixed seats or seating spaces.

c. Public swimming pool: Minimum of one space for every nine persons lawfully in the pool at one time and maximum of one space for every seven persons lawfully permitted in the pool at one time, plus one space per employee.

d. Public tennis, handball or racquet courts: Minimum of two spaces per court.

e. Country clubs, private clubs, lodges, YMCA and similar facilities: Minimum of one space per six members, or one space per 500 square feet of area in meeting rooms, lounges and similar assembly areas, or five spaces per each golf hole, whichever is greater and maximum of one space per five members, or one space per 400 square feet of floor area in meeting rooms, lounges or similar assembly areas, or six spaces per each golf hole, whichever is greater.

f. Day care center, nursery school, child care center: Minimum of one space per each employee, plus one additional space for each seven students the facility is licensed to enroll and maximum of one space per each employee, plus one additional space for each five students the facility is licensed to enroll.

g. Elementary/intermediate schools: Minimum of one space for each twelve seats or seating spaces in the auditorium or main assembly rooms plus ~~two~~ one spaces per classroom and maximum of one space for each ten seats or seating spaces in the auditorium or main assembly rooms plus ~~two~~ one spaces per classroom.

h. High schools and colleges: Minimum of one space for each five seats or seating spaces in the auditorium or main assembly room, plus two spaces per classroom and maximum of one space for each four seats or seating spaces in the auditorium or main assembly room, plus two spaces per classroom.

i. Hospital, nursing home, group home or similar facility: Minimum of one space for each five patient/occupant beds, plus one additional space for each employee/staff member and maximum of one space for each four patient/occupant beds, plus one additional space for each employee/staff member.

j. Libraries, museums and similar cultural facilities: Minimum of one space for each 400 square feet of gross floor area, but in no case less than eight spaces and maximum of one space for each 300 square feet of gross floor area.

k. Vocational school: Minimum of one space for each three students of the maximum projected enrollment capacity, plus one additional space for employee/staff member and maximum of one space for each two students of the maximum projected enrollment capacity, plus one additional space for each employee/staff member.

(3) Minimum and maximum spaces for commercial and related uses.

a. Automobile service stations/gasoline sales and convenience stores: Minimum of one space per service bay plus one space per ~~300~~ 500 square feet of gross sales area and maximum of two spaces per service bay plus one space for each ~~200~~ 300 square feet of gross sales area.

b. Bowling alley: Minimum of two spaces per lane and maximum of three spaces per each lane.

c. Automatic car wash: Minimum of three stacking spaces per bay or stall and maximum of four stacking spaces per bay or stall.

d. Self-service car wash: Minimum of two stacking spaces per bay or stall and maximum of four stacking spaces per bay or stall plus one space per employee.

e. Financial institutions with drive-in windows: Minimum of one space per 400 square feet of floor area, plus sufficient area for eight stacking spaces for the first drive-in window and two stacking spaces for each additional window and maximum of one space per 300 square feet of floor area, plus sufficient area for eight stacking spaces for the first drive-in window and two stacking spaces for each additional window.

f. Financial institutions without drive-in windows: Minimum of one space per 400 square feet of floor area and maximum of one space per 300 square feet of floor area.

g. Furniture, carpet or appliance stores: Minimum of one space per 600 square feet of floor area and maximum of one space per 500 square feet of floor area.

h. Funeral home or mortuary: Minimum of one space per five seats or seating spaces in the main chapel or parlor, plus one space for each vehicle used in connection with the business and maximum of one space per four seats or seating spaces in the main chapel or parlor, plus one space for each vehicle used in connection with the business.

i. Marinas/dry-stack boat storage facility: One space per boat slip.

j. Medical or dental clinic: Two spaces per examination or treatment room, plus one additional space per each employee.

k. Motel, hotel, motor lodge: One space per sleeping room or suite plus, one space for each 350 square feet of floor area used for meeting rooms or for the preparation, serving or consumption of food or beverage, but not including storage and refrigeration areas.

l. Office or office building and personal service establishment: Minimum of one space per 400 square feet of floor area, but in no case less than three spaces and maximum of one space per 300 square feet of floor area.

m. Recreational/amusement establishment other than those specifically listed herein: Minimum of one space per four seats or four persons based on the occupancy load, whichever is greater, plus one additional space per employee and maximum of one space per three seats or three persons based on the occupancy load, whichever is greater plus one additional space per employee.

n. Restaurants, nightclubs, bars, taverns, dance halls: Minimum of one space per 125 square feet of total gross floor area and maximum of one space per 100 square feet of total gross floor area.

o. Retail sales establishment except furniture/carpet/appliance stores: Minimum of one space per 300 square feet of gross floor area and one space per 600 square feet of outdoor sales/display area and maximum of one space per 200 square feet of gross floor area and one space per 500 square feet of outdoor sales/display area.

p. Shopping center with gross leasable space of 10,000 square feet or more: Minimum of two spaces per 1,000 square feet of gross leasable floor area and maximum of two and one-half spaces per 1,000 feet of gross leasable floor area.

q. Theater: Minimum of one space per five seats and maximum of one space per four seats.

r. Vehicle sale, rental and service establishments: Minimum of one space per 600 square feet of enclosed sale/rental floor area, plus one space per 3,000 square feet of open sales/rental display lot area, plus two spaces per service bay, plus one space per employee and maximum of one space per 500 square feet of enclosed sale/rental floor area, plus one space per 2,500 square feet of open sales/rental display lot area, plus two spaces per service bay, plus one space per employee.

s. Veterinary clinic/animal hospital: Minimum of one space per treatment room but in no case less than five spaces and maximum of two spaces per treatment room.

t. Wholesale trade or repair service establishments or contractor's offices/shops: Minimum of one space per 900 square feet of shop, storage or service area, plus one space per 400 square feet of office, sales or other space to be used by visitors, customers or salesmen and maximum of one space per 700 square feet of shop, storage or service area, plus one space per 300 square feet of office, sales or other space to be used by visitors, customers or salesmen.

(4) Minimum and maximum spaces for industrial, manufacturing and related uses.

a. Warehousing, distributing: One space for each two employees plus one space for each vehicle maintained on the premises.

b. Mini-storage warehouses: Minimum of one space for each 30 cubicles, plus two spaces for the manager's quarters/office and maximum of one space for each 20 cubicles, plus two spaces for the manager's quarters/office.

c. Other permitted industrial uses: One space for each 500 square feet of floor area or for each three employees on the anticipated largest working shift, whichever is greater, plus one space for each vehicle maintained on the premises.

§ 18.3. Interpretation of specific requirements.

[Amended by Ord. No. 2005-10, 5-9-2005]

(a) Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number. When the units of measurements determining the number of required parking spaces results in the requirement of a fractional space, any fraction less than one-half shall be disregarded, and fractions of one-half or over shall require one additional parking space.

(b) Except as otherwise provided, the number of employees shall be compiled on the basis of the maximum number of persons employed on the premises at one time on an average day or average night, whichever is greater. Seasonal variations in employment may be considered by the zoning administrator or the planning commission in determining an average day.

(c) The parking space requirements for a use not specifically listed in § 18.2 shall be the same as for a listed use of similar characteristics of parking demand generation.

(d) In case of mixed uses, uses with different parking requirements occupying the same building or premises, or in the case of joint use of a building or premises by more than one use having the same parking

requirements, the minimum parking spaces required and maximum parking spaces permitted shall equal the sum of the requirements of the various uses computed separately.

(e) If circumstances justify either a reduction or increase in the number of parking spaces from the minimum and maximum spaces set forth above, the zoning administrator or planning commission may, in their sole discretion, authorize such a reduction or increase. Any **decrease in the minimum spaces or increase in the maximum spaces over the minimum required or allowed may be granted by the zoning administrator or Planning Commission.** ~~not cause any increase in the size of a surface stormwater retention facility.~~ **In considering this there must be a reduction in the pre-development runoff which must be accomplished through best managed practices in accordance with the Virginia Stormwater Management Handbook (current edition).**

§ 18.4. Joint use and off-site facilities.

[Amended by Ord. No. 2005-10, 5-9-2005]

(a) In all districts, off-street accessory parking areas, in the open or in garages, shall be provided in connection with the uses as described above and in addition to the required loading spaces, on the premises to be served or on adjoining or other property within 300 feet thereof.

(b) In any case, where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, such parking space shall be established by a recorded covenant or agreement as parking space to be used in conjunction with the principal use and shall be reserved as such through an encumbrance on the title of the property to be designated as required parking space such encumbrance to be valid for the total period the use or uses for which the parking is needed are in existence.

§ 18.5. Design standards.

[Amended by Ord. No. 2004-22A, 8-23-2004; Ord. No. 2005-10, 5-9-2005]

(a) Dimensions. Each off-street parking space not in a street or alley shall be not less than 18 feet long and not less than ~~ten~~ **nine** feet wide, exclusive of access drives and aisles, permanently reserved for the temporary storage of one automobile and connected with a street or alley by a driveway which affords satisfactory ingress and egress for automobiles. Parking areas shall be of usable shape and those for more than five vehicles shall be surfaced with an all-weather surfaced area (asphalt or concrete). **Alternative parking surfaces maybe allowed where infiltration into existing soil is achieved to reduce post development runoff volume from entering the offsite receiving system. The alternate parking surfaces maybe created using porous pavement, porous asphalt, pervious concrete and other industry standard surfaces while supporting traffic loads for the intended vehicular traffic as approved by the Environmental Services Division of Community Development.**

Parking lots shall be designed to reduce water pollution through stormwater management measures including, but not limited to porous paving, filter strips, bio-retention areas, open sections, and depressed medians. Any such measure shall not conflict with the Low Impact Development (LID) Best Management Practices (BMPs) as referenced in the latest edition of the Green Parking Lot Guide Published by the US Environmental Protection Agency or other approved agency guideline.

(b) Entrances and exits. Location and design of entrances and exits shall be in accord with the requirements of applicable city regulations and **construction** standards, including those of the Virginia Department of Transportation.

(c) Drainage and maintenance. Off-street parking facilities shall be properly graded and drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. Off-street parking areas shall be maintained in a clean and orderly condition and in good repair at the expense of the owner or lessee and, if applicable, in accordance with § 24.15(b).

(d) Lighting. Off-street parking areas with parking space for more than five vehicles and used during darkness shall have a lighting system which provides an adequate standard of illumination over the entire parking lot. All lights shall be shielded so that minimum glare will extend to adjacent property and shall meet requirements of the ~~director of public works~~ **Zoning Administrator**.

(e) Landscaping. Landscape planting shall be installed and maintained on all off-street parking lots with a capacity of more than five vehicles adjacent to the parking spaces or parking structures in accordance with article XXV landscaping requirements of this ordinance.

(f) Exemptions. In the B-2 central commercial business district as shown and designated on the zoning district map, the foregoing off-street parking areas shall not be required.

§ 18.6. Existing or reconstructed buildings.

[Amended by Ord. of 11-24-1997(8)]

(a) The foregoing requirements for off-street loading and parking spaces shall not apply to existing buildings; nor shall they apply to buildings that may be rebuilt or restored after fire or other damage except where it is manifestly feasible to do so. It is the intent of this ordinance to require off-street loading and parking spaces primarily for new buildings and for any additions to or extensions of existing buildings.

(b) No enlargement of a building or structure shall be made in such a way as to reduce the number of existing parking or loading spaces below the minimum number required unless provisions are made elsewhere on the premises to provide the minimum number required.

Certified copy of an ordinance adopted by the Franklin City Council at its regular meeting held on _____, 2019.

Clerk to City Council

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2019 _____

AN ORDINANCE AMENDING SECTIONS 3.5, 3.7 AND 19.2 OF THE ZONING ORDINANCE (SECTIONS 3.5, 3.7 AND 19.2 OF APPENDIX D OF THE CODE OF THE CITY OF FRANKLIN, VIRGINIA), RELATING TO MINIMUM LOT AREA AND MINIMUM LOT FRONTAGE IN THE R-0 ONE FAMILY RESIDENCE DISTRICT

BE IT ORDAINED BY THE CITY OF FRANKLIN, VIRGINIA AS FOLLOWS:

SECTION I. Section 3.5 of Article III of the Zoning Ordinance (Section 3.5 of Appendix D of the Code of the City of Franklin, Virginia) is amended to read as follows:

Sec. 3.5 Minimum Lot area.

The minimum lot area shall be ~~40,000~~ 20,000 square feet. Refer to article XIX for exceptions to the minimum lot area.

SECTION II. Section 3.7 of Article III of the Zoning Ordinance (Section 3.7 of Appendix D of the Code of the City of Franklin, Virginia) is amended to read as follows:

Sec. 3.7 Minimum lot frontage.

The minimum lot frontage shall be ~~150~~ 100 feet at the front setback line.

SECTION III. The table in Section 19.2 of Article XIX of the Zoning Ordinance (Section 19.2 of Appendix D of the Code of the City of Franklin, Virginia) is amended to change the minimum lot area in the R-O District from 40,000 square feet to 20,000 square feet and to change the minimum lot width from 150 feet to 100 feet.

Certified copy of an ordinance adopted by the Franklin City Council at its regular meeting held on _____, 2019.

Clerk to City Council

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2019 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Sections 8.5 Minimum lot area requirements, 8.7 Minimum lot frontage requirements, of Article VIII General Residence District Use Regulations and Section 19.2 (2) and table 19.2 Additional requirements, exceptions and limitations of Article XIX of the City of Franklin Zoning Ordinance are hereby amended to read as follows:

§ 8.5 Minimum lot area.

The minimum lot area shall be ~~7,500~~ **5,000** square feet for single-family dwelling units and **6,250** for two-family dwelling units. Refer to article XIX for exceptions to the minimum lot area.

§ 8.7 Minimum lot frontage.

The minimum lot frontage at the front setback line shall be at least ~~60~~ **50** feet for single-family dwelling units and for two-family dwelling units.

§ 19.2 Additional requirements, exceptions and limitations.

(2) Any lot lawfully of record, ~~which, in other than the R-O district, is owned separately from any adjoining property,~~ may be used for a single-family dwelling, even though such lot does not meet the then current lot area or lot frontage (width) requirements of the district, provided all other regulations of this ordinance are satisfied. Such single family dwelling shall not be deemed to be nonconforming.

The table in Section 19.2 of Article XIX of the Zoning Ordinance (Section 19.2 of Appendix D of the Code of the City of Franklin, Virginia) is amended to change the minimum lot area in the R-2 District from 7,500 square feet to 5,000 square feet for single-family dwelling units and 6,250 for two-family dwelling units and to change the minimum lot width from 60 feet to 50 feet.

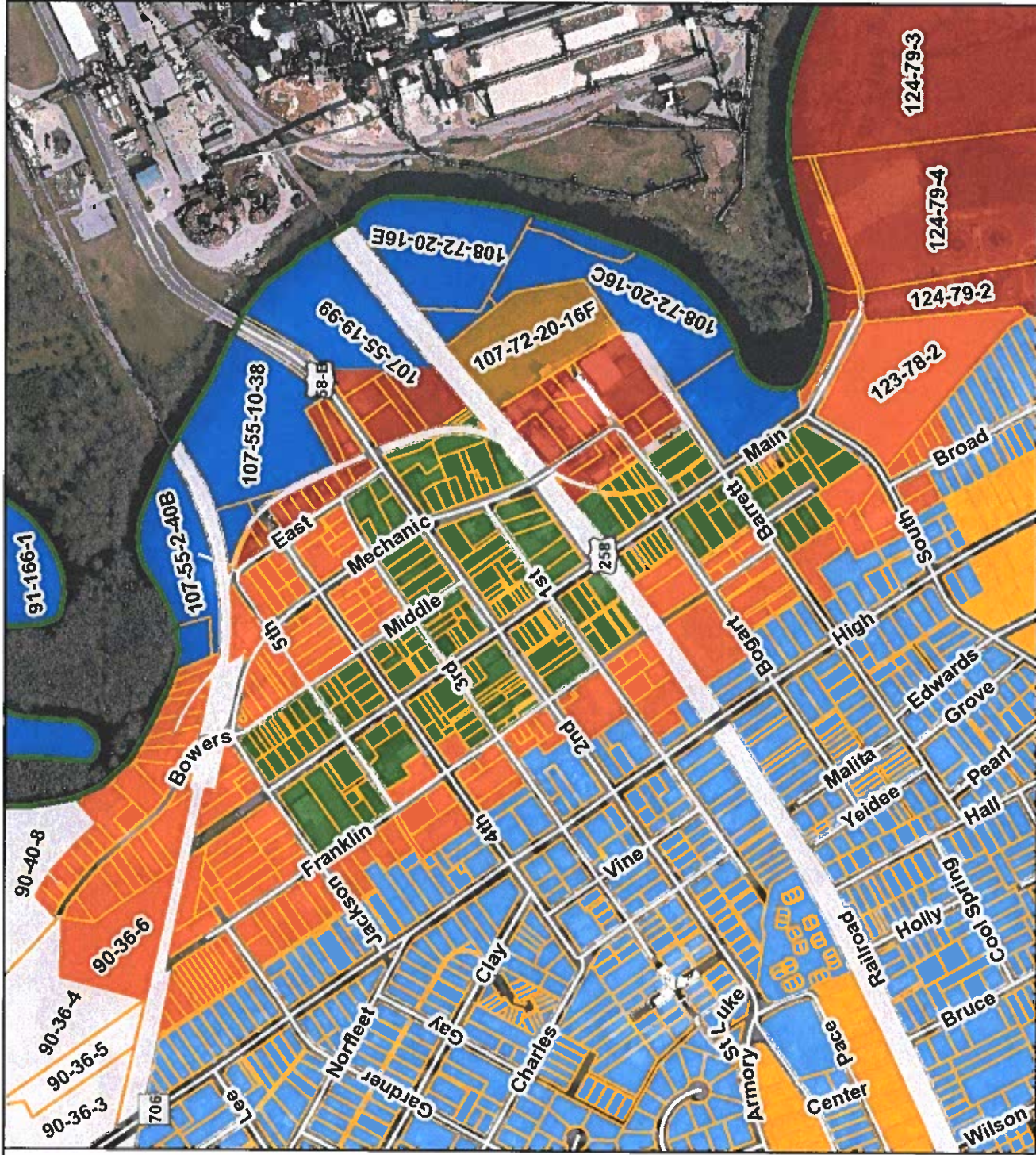
Certified copy of an ordinance adopted by the Franklin City Council at its regular meeting held on _____, 2019.

Clerk to City Council

City of Franklin, Virginia

Legend

- City Boundary
 - Parcels
 - Roads
 - Road Labels
 - Zoning
- | | |
|--|------------------|
| | B-1 |
| | B-1 Conditional |
| | B-2 |
| | B-3 |
| | B-3 Conditional |
| | M-1 |
| | M-2 |
| | R-1 |
| | R-1A |
| | R-1A Conditional |
| | R-2 |
| | R-2 Conditional |
| | R-3 |
| | R-3 Conditional |
| | R-O |
| | R-OA |
| | R-OA Conditional |
| | R-UR |
| | RC |



Title: Rezoning Downtown B-3 to B-3A

Date: 6/19/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.



Office of the City Manager
Amanda C. Jarratt

June 19, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

Open Positions Update

- Human Resources is assisting the City Manager with filling the remaining vacant positions.

General Updates

- As a part of our VMEA wholesale power contract, Dominion is required to review annually the year end data regarding the Demand and Energy rates used to calculate our bill. I previously shared with you our credit was estimated at \$561,000. As I shared with you in the Friday update last week Dominion said they made an error in the calculation of the 2018 Demand and Energy true-up. The result being for Franklin a reduction from the \$561,000 original figure to \$433,370.98.
- The City of Franklin would like to remind citizens of the budget billing option available to them. All citizens wishing to participate must enroll no later than July 1, 2019. The required application forms are available on the City of Franklin's website or at the Utility Billing Department. The purpose of the budget billing payment policy is to allow a residential and commercial customer to pay equal amounts for their utilities' services each month. The budget billing period is July 1st through June 30th. The budget amount is based on the past 12 full months of actual bills for all utility services, divide by 12, then this amount will be your monthly budget bill amount for the next 11 months. The 12th month of the plan is considered a "true-up" month where by any outstanding utility liability or credit based on your actual use during the past 12 months will be due or credited on the 12th month's bill. Once the account is at a zero balance, the budget billing payment plan will resume the following month with a newly calculated budget billing amount based on the most previous year's actual utility usage. If a customer wishes to cancel, written notice must be given one month prior to the effective date. In addition, the customer will have to pay any outstanding utility liability at date of termination. If a credit exists at the date of termination, the credit will be applied to the next month's utility bill.
- Online bill pay will be available on July 1st. Notices have been posted downstairs on City Hall notifying citizen. It has also been posted on the City of Franklin website and social media page.
- As discussed earlier in the agenda staff would like to advertise a joint public hearing with the City of Franklin Planning Commission to consider adoption of a number of amendments to the City of Franklin Zoning Ordinance on August 26, 2019.
- Below is a link to the code section that refers to courthouse security and imposing a fee of up to \$10 per conviction to help with the cost. (Section D) This would be an added court costs to any conviction of a criminal or traffic case. This was shared with the City of Franklin in the past but no action was taken. There is also a potential \$25 jail fee per conviction where a defendant has been given an active jail sentence that could be looked into. I've provided a link to that as well.
<https://law.lis.virginia.gov/vacode/title53.1/chapter3/section53.1-120/>

§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment - Virginia Law law.lis.virginia.gov

§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment. A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. <https://law.lis.virginia.gov/vacode/title15.2/chapter16/section15.2-1613.1/>

o If City Council is interested in pursuing either of these fees we can place them on an upcoming agenda.

- Along these same lines, Deputy Chief Porti researched the issue brought up at the previous City Council meeting regarding fees for DUI convictions. Attached is a memo with his recommendation. If you would like to move forward with this please let me know and we will put it on the July 22nd agenda.
- Please see attached a memo from Mike Johnson and a letter from Sheriff Stutts about increased security at the Southampton County Courthouse. This will have an impact on our FY 21 budget.
- I have reached out to the judges for the City of Franklin Courthouse. They have indicated they would like their first meeting to be with me. I am still awaiting a date.
- The “No bicycle” signs have been removed from the Downtown area of the City of Franklin.
- The Ward field trip was conducted on June 17th. Follow up items from that fieldtrip have been shared with the impacted departments.
- In an effort to continue addressing the housing needs in the City of Franklin we will be pursuing a Planning Grant for another Community Development Block Grant. The City of Franklin Planning Commission will discuss various options at their July meeting and make a recommendation.
- At the Town Hall meeting there was a question about the stoplights at Main and 4th and Main and 2nd. We have reached out to the Virginia Department of Transportation for their input. Both locations have neither ground loops or video detectors to react to the actual traffic. They are on recall meaning each direction is controlled by time only, whether there is any vehicle at the intersection or not. We are also investigating the costs of installing these additional measures and will come back to you with a recommendation.
- We are still awaiting information back from the Virginia Department of Transportation regarding the intersection of Highway 58 and 258.
- Staff met with Community Electric staff to continue to coordinate the agreement for Community Electric to construct the tower on Delaware Road for our use. We should have this as an agenda item at our July 22nd meeting.

Community Events

- The 5th Annual Community Day was held at the Franklin Armory Field on Saturday June 22nd.
- The City of Franklin in conjunction with Blackwater Community Events will have an Independence Day celebration. Due to sponsorships from private businesses there will be a car show, band at Barrett’s Landing from 6:00 p.m. to 9:00 p.m. and the fireworks culminating at 9:00 p.m.



TO: Amanda Jarratt, City Manager
FROM: R.E. Porti, Deputy Chief of Police
SUBJ: REIMBURSEMENT OF COSTS RELATED TO DUI CONVICTIONS
DATE: 19 June 2019

In response to public comment received during the 10 June 2019 City Council meeting, a query was conducted to determine if the City was indeed not collecting civil penalties that may be available upon a conviction of Driving Under the Influence.

The speaker, Mr. Ronnie McClenny, indicated he believed the City had failed to collect \$250.00 on 92 DUI convictions in a three-year period.

The City does have an ordinance that allows for the reimbursement of expenses, City Code §17-60 allows for the following:

In the event that a person shall be convicted of violating any of the following provisions and an accident or incident is involved:

A.) The provisions of §§ 18.2-51.4, 18.2-266, 18.2-266.1, 29.1-738, 29.1-738.02, or similar ordinance, when such operation of a motor vehicle, engine, train or watercraft while so impaired is the proximate cause of an accident or incident;

B.) The provisions of Article 7 (§ 46.2-852 et seq.) of Chapter 8 of Title 46.2 relating to reckless driving, when such reckless driving is the proximate cause of an accident or incident;

C.) The provisions of Article 1 (§ 46.2-300 et seq.) of Chapter 3 of Title 46.2 relating to driving without a license or driving with a suspended or revoked license when such driving is the proximate cause of an accident or incident; and

D.) The provisions of § 46.2-894 relating to improperly leaving the scene of an accident.

And the circumstances of the violation require the dispatch of **additional** law enforcement, firefighting, rescue or emergency services or any combination of the foregoing in response to any accident or incident caused by such violation, then, upon sentencing, *the court may order restitution* to be paid by the person for reasonable expenses incurred by the City of Franklin for **additional** responding law enforcement or firefighting, rescue or emergency services in an amount not to exceed \$1,000 in the aggregate for an accident or incident occurring in the City of Franklin. The calculation of expenses subject to reimbursement shall cover the time period from dispatch to the time the scene is cleared by the additional police personnel and each emergency responder. Charges will be based on hourly rates paid to law enforcement personnel and FEMA rates allowed for disaster

reimbursement as published from time to time for emergency services and as charged by the City of Franklin for the level of treatment received.

As a point of note, in legal terms, Black's Law Dictionary defines an incident as "anything which inseparably belongs to, or is connected with, or inherent to, another thing" in this case an accident.

A review of our records for the period ranging from June 2016 through June 2019 revealed a total of eighteen (18) DUI related accidents. Of the eighteen, eight (8) had more than one officer present, none indicate more than two (2) units assigned. As such, and after discussion with Mr. Williams, I do not feel comfortable that we would have met the legal requirements of being able to justify declaring any of the responses as having required "additional" responding units.

I cannot speak for the fire department, however, when responding to a motor vehicle crash their normal dispatch protocol is a weighted response that is determined by available information regardless of it being DUI related or not. Normal response protocol for a motor vehicle crash is for a medic and an engine to be dispatched. As such, I again feel we would have difficulty meeting the legal requirement of declaring any of the apparatus as having been "additional" responding units.

In order to be more effective, our ordinance should be updated.

Based upon the Virginia State Code, the Attorney General issued an opinion that ruled the locality could only collect reimbursement upon conviction of a DUI related accident. Since then, the General Assembly has changed the law, Virginia Code §15.2-1716, to allow for reimbursement based upon each of the standards in our current ordinance, but removing the requirement for an accident to be involved. The updated Code also allows for the locality to charge a "flat fee" of \$350.00 or up to \$1,000.00 if detailed minute by minute accounting is supplied. The updated Code also allows the fee to be added upon conviction rather than asking for the court to grant a separate civil penalty.

My recommendation would be for the City to update our Code to allow for the addition of the \$350.00 flat fee to be added on to costs at the time of conviction. Once codified, this information can be provided to Ms. Belcher, General District Court Clerk, to have the fee included as part of sentencing and costs with no further action required by City staff.

I will monitor this area going forward and will advise you should we have an incident that clearly meets the current standard.

**11. REQUEST FOR ADDITIONAL
COURTHOUSE SECURITY POSITION**

Attached herewith please find copied correspondence from Sheriff Stutts requesting the necessary resources for additional security at the entrance of the Southampton Courthouse.

As you know, the existing security checkpoint in the Courthouse foyer is currently staffed by part-time screeners who are not sworn officers, and are therefore unarmed.

Sheriff Stutts is requesting one (1) locally-funded full-time court security position to rotate with the existing court security staff in assuring the presence of an armed officer in the Courthouse foyer at all times that the facility is open to the public.

While the base salary for the position is \$40,000, the final total cost with fringe benefits will range from \$48,532 (no health insurance coverage) to \$69,736 (full family health insurance coverage).

Like other related expenses, the cost of the position will be shared by the City and County on a proportional population basis (68% county/32% city).

MOTION REQUIRED: A motion is required to authorize an additional locally-funded, full-time court security position.

Office Of The Sheriff

County of Southampton - City of Franklin

P.O. Box 70 • 22336 Main St.

Courtland, Virginia 23837

(757) 653-2100 • Fax (757) 653-2906



J. B. Stutts, Sheriff

June 17, 2019

Dear Mr. Johnson,

Recent events confirm the necessity of positioning a deputy sheriff in the courthouse foyer when court is in session and during courthouse staff working hours. The screeners currently employed to work in the foyer are not sworn positions and therefore are not armed.

As you are aware Ms. Lowe researched the possibility of funding a second sworn court security position with court security fees and it was determined that those monies could not sustain another full time person. However, a part time position that did not exceed sixteen (16) hours weekly would be sustainable and I intend to fill that position as soon as practicable.

An additional General District court day is being added and those duties coupled with civil process service by the same staff members prevent my being able to protect the courthouse as described with existing staff. Southampton and Franklin are currently the only courts in the 5th Judicial Circuit without continuous sworn (armed) staff positioned at courthouse entrances.

I am asking that a full time court security deputy sheriff be county funded. This position would be scheduled for court duties as well as foyer security rotating with existing court security staff as scheduled.

Regards,

A handwritten signature in blue ink, appearing to read 'J. B. Stutts', is written over the typed name.

J. B. Stutts, Sheriff